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GLOSSARY OF PROPOSAL TERMS

"Investing in Seychelles' blue future"

SeyCCAT

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AND CLIMATE ADAPTATION
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The following document provides detailed descriptions of a number of the terms referred to in the funding application forms. Each term is defined and supported by a suitable example taken from past applications.

Should you require further clarification, please do not hesitate to contact the SeyCCAT team at info@seyccat.org.

“OUTCOME”

The outcome statement is the **overarching goal** of the project you have outlined. That is, what do you expect to achieve as a result of this project. There can **only be one outcome** for the project and the outcome should identify **what will change, and who/what will benefit**.

EXAMPLE

(Taken from - Assessing the effectiveness of Curieuse Marine National Park in the protection of the critical early life stages of sicklefin lemon sharks (Negaprionacutidens))

The overall outcome of this project will be a greater understanding of the movements of neonate N.acutidens within CMNP and the efficacy of the park size in their protection ... there would be a wide range of beneficiaries associated with this project including SNPA, protected area managers shark biologists, university students and local fishers.

- ✓ **Overarching goal of the project outlined**
- ✓ **Only one outcome included**
- ✓ **What will change, and who/what will benefit included**

“OBJECTIVES”

Once you have a logical and well-reasoned outcome, you have to frame **three/five objectives** that would help you in achieving the particular outcome.

It is very important that each of your objectives **contributes and supports in achieving the outcome**. For instance, if the outcome of the project is to restore a coastal habitat, then each of the objectives should contribute to and suggest measures for improving habitat quality.

Objectives should follow a **logical order**: while framing the objectives, consider the **timing and dependencies** of each. A **step-by-step procedure** should be in place. This will also help you in planning all the activities accordingly.

SeyCCAT strongly encourages the use of **SMART** objectives. That is:

- o **Specific**: This means that the objectives should be clear and unambiguous, giving details of how and what you intend to achieve.

- o **Measurable**: This means that the objectives should be quantifiable so that one can see if they are being achieved or not. This can be done by assigning a numeric value to your objective by answering questions like: How many? How much? By when?

- o **Achievable**: This means that the objective should be feasible, viable and within the control/capacity of the organization. While drafting the objective, the organization should keep in mind its own capacity, constraints and abilities to achieve the objective.

- o **Realistic**: When you draft the objective ensure that they are realistic and can be attained within the available resources and time frame.

- o **Time-bound**: It is important to give a time-frame for completing a particular objective. This helps in timely delivery of the outputs and outcomes without unnecessary delays.

Use **action verbs** while drafting your objectives: whenever you frame objectives use active verbs like create, identify, promote, enhance, increase, and develop etc. These verbs help in describing the course of action and give clarity to your objective(s).

We recommend **three to five objectives** in your proposal. Each objective will further have outputs and activities to be undertaken and therefore having many objectives will just complicate project implementation.

EXAMPLE

(Taken from - Piloting voluntary fisheries zone closure on Praslin island for the benefit of the marine environment and fisher folks)

- 1. Increase the catch per trap (measured in biomass) made inside the bay of Baie Ste Anne at the time of fisheries closure to the time that the zone is re-opened by at least 30%.*
- 2. Increase by at least 20% support in the community to have temporary fisheries closure around Praslin Island by the end of this project in 2019.*
- 3. Have at least 200 records of daily fishing catch (catch by family, biomass, gear, effort) made by fishermen before and after the fishing zone closure.*
- 4. Have an electronic system for capturing data from the community-based data collection programme in place with data being shared with SFA by mid-2019.*
- 5. Implement training session to teach fishermen how to collect fisheries data as part of the community-based data collection programme.*
- 6. Implement a media awareness campaign about the fishing zone closure with at least 7 different types of awareness materials produced by 2019.*

- ✓ **Each objective contributes to and supports the outcome**
- ✓ **Objectives follow a logical order**
- ✓ **Objectives are SMART**
- ✓ **Action verbs are used**
- ✓ **The list of objectives isn't too long**

“OUTPUTS”

Outputs are the **specific, direct deliverables of the project**. What outputs is the project intending to design and/or deliver and how will they support the objectives and outcome? These will provide the **conditions necessary to achieve the project Outcome**. That is, if the outputs are achieved then the logic is that the objectives and outcome will also be achieved. The logic of the chain from Output, Objective to Outcome therefore needs to be clear.

EXAMPLE

(Taken from - *Development and Operationalisation of a National Fish Identification Website and Database*)

1. *A maintained website, free at point of use, commencing with 320 plus fish species searchable by scientific, English, French and Creole names; with information on key identifying features, size, ecology, and fishery status. Website will also function as metadatabase with links to pertinent information, including Seychelles fishery information, data and research findings where available.*
2. *User interface: users able to upload their own photos and catch details for administrative review before being added to species page. (Users will also be able to upload videos to an associated video channel).*
3. *Establishment of linked social media pages i.e. Facebook, Twitter, YouTube channel and possibly others e.g. Instagram.*

- ✓ **Specific and direct deliverables of the project**
- ✓ **Outputs state conditions necessary to achieve the outcome**

“ACTIVITIES”

Activities should be designed / written in a way that their focus should be **clear**. What are the activities that are going to be delivered during the period of this grant? What are you are proposing to do? Each activity should be **numbered according to the objective that it will contribute towards**.

EXAMPLE

(Taken from - Assessment and Mitigation of Impact of the Artisanal Fishery on Species of Local Concern)

1. *12-month intensive survey of artisanal catch (recording catch demography, seasonality and methodology for species of local concern, rays and globally threatened species). This will provide the detailed species-specific data required to develop the recommendations and baselines below.*
2. *Analyse data and present to stakeholders in workshops and produce pragmatic fisher-developed and agreed recommendations for:*
 - *sustainable use of species of local concern- i.e. this will empower fishers to effectively participate in and contribute to the demersal fishery co-management plan elaboration and implementation.*
 - *priority management/research measures for rays – provide the species data required by the NPOA.*
 - *mitigation of artisanal fishery impact on threatened species – this will supplement and add significant value to the process to develop a co-management plan for threatened species.*
3. *Production of educational/technical materials (species ID Guide, poster and creole monitoring protocol) – empowering fishers to participate in the development and implementation of co-management measures.*

- ✓ **Activities are clear**
- ✓ **Each activity is numbered according to the objective it will contribute towards**

“INDICATORS”

Indicators are the **tools and mechanisms** you will use to **measure the changes** your project is affecting. Indicators should be useful both for **internal reflection** but also for **external reporting**. You should be able to state what the change you expect to achieve as a result of this project i.e. the difference between the existing state and the expected end state.

The best indicators are **quantifiable** as well as holding **some element of quality**. In addition to being quantifiable, you should consider **ways of measuring quality** and performance. It is unlikely that one indicator will be sufficient per objective. The indicators should ideally cover not only environmental aspects, but also any relevant **social, economic** and **institutional** elements of intended change.

EXAMPLE

(Taken from - Development and Operationalisation of a National Fish Identification Website and Database)

1. *Website template designed and operational by month 4.*
2. *Production on average of 30 species per month.*
3. *At least 3 individuals trained.*
4. *Preliminary list of Creole species names compiled, consultation records etc...*
5. *Workshop attendance sheets and reports.*
6. *Website accessible on-line with at least 200 species by month 8/9.*
7. *Social media pages operational by month 11.*
8. *Website operational with at least 320 species pages, user upload interface operational, public and stakeholder launch meetings, national media coverage in month 12.*

- ✓ **Description of tools and mechanisms used to measure changes**
- ✓ **Indicators are quantifiable**
- ✓ **Indicators include some mention of non-environmental aspects**

“RISKS”

It will be clear when writing your project that achievements are also dependent on external conditions that are outside the control of the project. Risks and assumptions should be aspects that are **out of your control** therefore it is important to maintain an understanding of these factors to ensure your project in its current format is still achievable – that is, you should monitor the situation as if the situation changes it will necessitate a change in approach for your project.

It is useful to consider **PESTLE** risks, that is:

Political, **E**conomic, **S**ocial, **T**echnological, **E**nvironmental, **L**egal.

EXAMPLE

(Taken from - *Piloting voluntary fisheries zone closure on Praslin island for the benefit of the marine environment and fisher folks*)

<i>Risk/Factors</i>	<i>Risk category (e.g. political, social, economic, technological, environmental, legal)</i>	<i>Potential level of impact (e.g. low, medium, high)</i>	<i>Risk mitigation measures</i>
<i>Project will not be supported by fishermen</i>	<i>Social</i>	<i>Low</i>	<i>It is highly unlikely that the project will be supported by fishermen as this is a demand that came directly from them.</i>
<i>Fishermen from outside the Baie Ste Anne area will come and fish in the LMMA during the closure periods.</i>	<i>Social</i>	<i>Low</i>	<i>This is unlikely to happen as the Baie Ste Anne area is almost exclusively used by fishermen from the Baie Ste Anne area</i>
<i>The approach of voluntary fishing closure will not get political support</i>	<i>Political</i>	<i>Low</i>	<i>Such type of fishery co-management approaches is encouraged by government and has the appropriate legal framework as part of the Fisheries Act 2014.</i>
<i>The project will lack the technical support for implementation of all activities</i>	<i>Technical</i>	<i>Low</i>	<i>The involvement of Anba Lao and SFA will bring the required technical support to the implementation of the project</i>

- ✓ **Clear list of risks that are difficult to control**
- ✓ **Inclusion of risks across a number of the ‘PESTLE’ risk areas**
- ✓ **Concise indication and justification of relative risk**